Department of CommerceUS Patent and Trademark Office RFP **DOC-52-PAPT-05-01006**

KEY PERSONNEL RESUMES

Name:	Position (Tit	LE AS REFERENCED IN RFP):
	,	SKILLS Please add Relevant Skills:
If you need additional sheets for the s No more than 4 pages per resume (Current Title/Job Position	ection above, please indicate here and (not including instructions) will be accept RELEVANT EXPERIENCE COMPANY NAME	d attach. red. Length of Time in Present Position
EXPERIENCE: MAJOR RESPONSIBILITY		
Results:		
■ OTHER RESPONSIBILITIES		
Results:		

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Title/Job Position	COMPANY NAME	Length of Time in Position
EXPERIENCE: ■ MAJOR RESPONSIBILITY Results:		
OTHER RESPONSIBILITIES Results:		
Title/Job Position	COMPANY NAME	Length of Time in Position
EXPERIENCE: ■ MAJOR RESPONSIBILITY Results: ■ OTHER RESPONSIBILITIES Results:		
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EXPERIENCE: MAJOR RESPONSIBILITY Results: OTHER RESPONSIBILITIES Results:		
Title/Job Position	COMPANY NAME	Length of Time in Position
EXPERIENCE: ■ MAJOR RESPONSIBILITY Results: ■ OTHER RESPONSIBILITIES Results:		

If you need additional sheets for the section above, please indicate here ____, use the format above and attach. No more than 4 pages per resume (not including instructions) will be accepted.

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EDUCATION AND CERTIFICATIONS				
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If you need additional sheets for the section above, please indicate here ____ and attach.

No more than 4 pages per resume (not including instructions) will be accepted.

Instructions

1. Acquisition of Key Personnel:

The Offeror must submit a letter of commitment for any proposed personnel not currently employed by the prime/subcontractor(s) committing the employee to work for the prime/subcontractor contingent on award of the contract and showing the agreed to fully burdened labor rate.

If any of the proposed key personnel are not currently employed with the Offeror or not currently available, the Offeror must describe a plan to acquire the needed key personnel by contract start date.

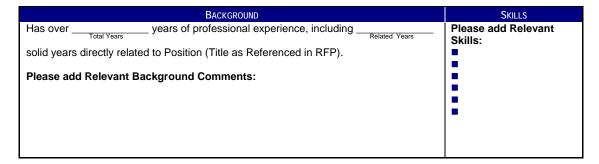
2. **Heading**:

KEY PERSONNEL RESUMES

Name: Position (Title as Referenced in RFP):

- a. Place name of proposed key personnel for proposed position.
- b. Place proposed key personnel title as is referenced in RFP

3. **Background** and **Skills**:



- a. Place appropriate years of (total and related) experience in blanks, and add background information applicable to the position.
- b. Place only skills information relevant to the position.

Relevant Experience:

Relevant Experience				
Current Title/Job Position	COMPANY NAME	Length of Time in Present Position		
EXPERIENCE:				
MAJOR RESPONS	IBILITY			
Results:				
OTHER RESPONS	IBILITIES			
Results:				

Address the proposed key person's prior related experience, training, accomplishments and awards in related or similar work. Include the date(s) the proposed key person acquired the aforementioned items. Provide an explanation of how the aforementioned items are applicable to the work required in the RFP.

- a. Place the Title, Company Name, Length of Time in Present Position (including number of months and years proposed key person has been in present position.)
- b. Please describe in succinct terms, responsibilities of the proposed key person, and describe the results attained.

5. **Education**:

Address the proposed key person's educational background. Include the date(s) the proposed key person acquired the education.

- a. Place the Degree/Program and Major, University/College or Organization, and specific date information.
- b. Place ONLY current applicable certifications received.